

CHECK LIST
For
SPECIFIC USE PERMIT (SUP)

For Initial Submittal, please provide:

- _____ Completed Application (Including Owner's Signature or letter of authorization)
- _____ Appropriate fee to City of Desoto
- _____ Digital description of property by metes and bounds, unless property has already been platted.
- _____ One Tax Receipt, (city and school taxes) from DISD Tax Office, for each lot or tract of land involved in the SUP request.
- _____ If providing a site plan, please submit 22 folded copies (24X36), unless staff deems 11X17 size is readable (additional plans may be requested, such as the landscape plan & elevations).

Once staff review is complete and corrections are made, please submit:

- _____ 12 corrected copies (11 x 17) of site plan for P & Z Commission meeting.
- _____ *Digital presentation materials (i.e., power point) for P&Z and City Council meetings.

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for the P&Z and City Council meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***